

Occupational Health Programs

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• What is Occupational Health Programs?

What is Occupational Health Programs (OHP)?

- * Part of Risk Management Branch of CEO
- * Medical Director and 2 staff doctors
- * Chief Psychologist and staff psychologists
- * Analysts and support staff

• What is Occupational Health Programs?

What does Occupational Health Programs (OHP) do?

- * Pre-placement medical and psychological evaluations
- * Fitness for Life Exams (Firefighters only)
- * Periodic exams for DMV and Cal /OSHA compliance
- * Fitness for duty exams
- * Reasonable suspicion drug/alcohol testing
- * Employee assistance program

Occupational Health Programs

What is our authority to conduct medical evaluations?

- * Civil Service Rules
- * Peace Officer Standards and Training (POST)
- * Board Policy (Drug Free Workplace)
- * Labor agreements (M.O.U.)

Occupational Health Programs

What does OHP have to do with Return to Work?

Work restrictions may be issued from any of these medical evaluations

- * Conduct an interactive process meeting to explore reasonable accommodation with the **candidate** or the employee

Occupational Health Programs

Pre-placement medical and psychological examinations

- * Based on job-related skills and business necessity
- * Exam components are specific to the position
- * May result in Clearance, deferral, work restrictions or disqualification
- * Civil Service Rules provide for an appeal process
- * If work restrictions are issued for a candidate you must engage in the interactive process!

Occupational Health Programs

Pre-employment medical exam may be of value in the workers' compensation claim process

- * Consider requesting the TPA to request the OHP medical file for hearing claims (there may be a hearing test- audiogram- at time of hire)**
- * assess pre-existing condition / apportionment issues**

Occupational Health Programs

Fitness for Life Exams and Periodic Examinations

- * FFL are negotiated with firefighter union and encourage healthy lifestyle for FF
- * Periodic exams comply with Cal/OSHA requirements for exposures such as respirator use, asbestos exposure
- * Consult with Loss Control, Risk Management on critical incidents

MEDICAL ReevaluationS

Fitness for duty exams

October 30, 2014

Types of Reevaluation?

- ▣ Authorized by CSR 9.07
- ▣ There are two types of medical reevaluations performed by Occupational Health Programs:
 - Medical
 - Psychological
 - Type of reevaluation depends on the nature of the problem

Medical Reevaluation: What is it?

- ▣ A Medical Reevaluation is an independent assessment by a County physician to determine the employee's medical capacity to perform the essential job duties without undue hazard to self or others.
- ▣ Critical safety-sensitive duties include:
 - Driving on County time
 - Operating moving equipment

Common Reasons for Seeking a Medical Reevaluation

- ▣ Sudden loss of consciousness or confusion, either on or off duty
- ▣ Verbal or behavioral actions that may present a risk to the safety of self or others
- ▣ Employee had their driver license temporarily suspended due to a medical condition
- ▣ Employee has poorly controlled sleep apnea as evidenced by sleepiness on the job

Special Situations for Seeking a Medical Reevaluation

- ▣ Consult with OHP on Reevaluations if:
 - Employee has a related W/C claim for the condition of concern

- ▣ Consult with OHP on Reevaluations if the employee is:
 - Being returned to full duty by the employee's personal care provider
 - Has an unrestricted license from DMV

The Medical Reevaluation Request Process

- ▣ When concerns first arise:
 - Take immediate action
 - Contact an OHP physician to discuss the case
 - Consider having an interactive process meeting

- ▣ If OHP determines that a reevaluation is warranted, prepare a written request:
 - Employee's information
 - Full description of concerns
 - Departmental contact's information

The Medical Reevaluation Request Process

- ▣ Communicate the need for the evaluation to the employee
- ▣ Have employee sign a short consent statement to the reevaluation (*attach to written request*)
 - If not possible, document employee's verbal agreement
 - If employee refuses, department may seek a formal CEO concurrence to administratively order the employee to undergo reevaluation
 - ▣ Progressive discipline
 - ▣ Departmental responsibility to take administrative action

Medical Reevaluation Bonus

- ▣ Additional measures:
- ▣ For threatening behavior, report and consult with Office of Security Management, CEO.
- ▣ For problematic behavior that may result in discipline, consider implementing ordered absence procedures.
- ▣ Department is responsible to take effective measures to insure a safe and healthful workplace.

COUNTYWIDE Drug-Free Workplace Program

Chief Executive Office

RISK MANAGEMENT BRANCH

October 30, 2014

Overview

The policy prohibits all employees from using, possessing, selling, or being under the influence of illegal drugs while on duty and while on County premises. It also prohibits all employees from using alcohol or prescribed drugs to any extent which impairs safe and effective job performance.

Role of CEO/OHP

Occupational Health Programs (OHP) administers programs for drug and alcohol testing of County job applicants and for employees:

- * Pre-placement examinations
- * Commercial drivers (DOT)
- * Reasonable suspicion
- * Other programs

Pre-placement Examinations

Pre-placement drug and alcohol testing is performed as a part of the medical examination process for:

- * Individuals applying for public safety positions
- * Individuals applying for positions that perform safety sensitive duties

Pre-placement Examinations

OHP's Medical Director has identified the positions which require drug and alcohol testing based on job duties.

Positions may be added to the pre-placement drug and alcohol testing program based on the Medical Director's review.

Commercial Drivers

The Department of Transportation (DOT) requires several types of drug and alcohol testing programs for commercial drivers:

- * Pre-Placement
- * Random
- * Follow-up

Commercial Drivers

OHP established and monitors the contract with a consultant/contractor to coordinate DOT testing.

It is the responsibility of the department to:

- * Enroll and delete drivers from the Commercial Driver Program.
- * Determine, if appropriate, the level of discipline for employees with positive test results.
- * Monitor follow-up testing.

Commercial Drivers

Work restrictions may result from the DOT exam due to danger of sudden loss of consciousness:

- * No driving/no driving commercial vehicles
- * No safety sensitive duties
- * Possible loss of commercial license

Reasonable Suspicion

Reasonable Suspicion Drug and Alcohol testing is a Board-approved program established to enforce the County's *Drug Free Workplace Policy* and promote a safe, healthy, drug-free workplace.

Reasonable Suspicion

- * Trained supervisors must document observations of impairment
- * Impaired employee must cooperate with drug/alcohol testing
- * Refusal to be tested is equivalent to positive drug test
- * **Work restrictions** must immediately be imposed
- * No driving, no performance of safety sensitive duties
- * Positive test result causes work restrictions to be extended pending outcome of fitness for duty exam.

Reasonable Suspicion Training

Learning Net: Drug Free Workplace: Reasonable Suspicion Training

EAP: Instructor-led Training for Supervisors

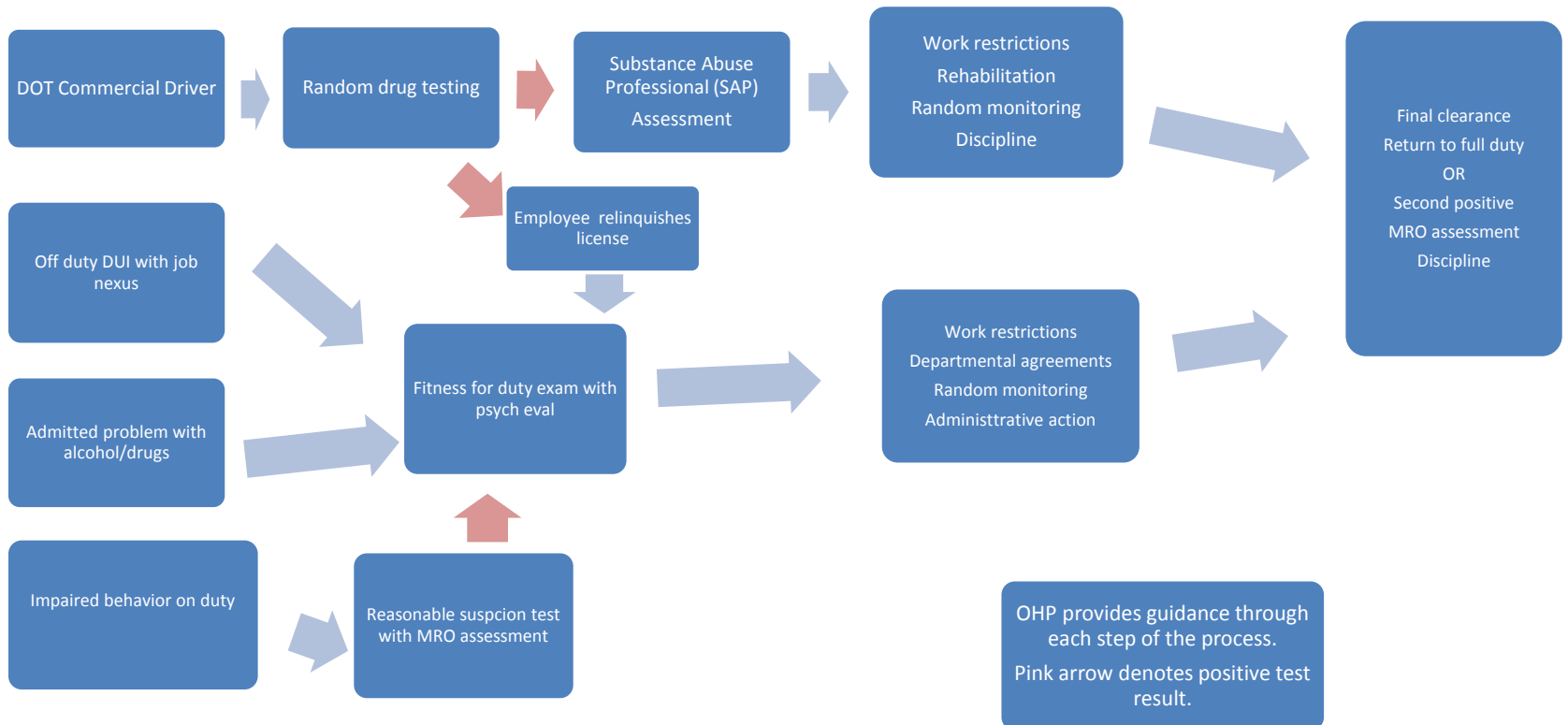
The purpose of this training is to introduce County supervisors and managers to recognize **signs of impairment and follow reasonable suspicion procedures** when they suspect that an employee needs to undergo a drug and alcohol test.

Other Programs

Employees may be referred to a Fitness for Duty Psychological Reevaluation for:

- * Off duty DUI with job nexus
- * Admitted problem with alcohol/drugs
- * Impairment on duty with positive test result
- * **Work restrictions** may be imposed pending Fitness for Duty Reevaluation

OHP Drug/Alcohol Testing Process



Statistics

Reasonable Suspicion Testing

| CY | # Employees | # Positives |
|------|-------------|-------------|
| 2010 | 13 | 10 |
| 2011 | 17 | 9 |
| 2012 | 24 | 18 |
| 2013 | 1 | 1 |

RTW or Performance Management?

Fitness for duty exam related to drug/alcohol abuse usually result in an “agreement” to include:

- work restrictions
 - rehabilitation treatment
 - follow-up testing
 - administrative action
-
- **Who monitors the work restrictions? Is it RTW or Performance Management?**

Employee Assistance Program

- * Confidential counselling sessions to assist employees with personal problems.
- * Two sessions may be conducted on County time.
- * Examples of problems: grief, divorce, personal conflicts
- * Instructor led training on grief counselling, conflict resolution also available.
- * Brochure available online.

Tools for RTW Coordinators

- * Interactive process meeting
- * Employee assistance program
- * Reasonable suspicion testing
- * Fitness for duty exam
- * Office of Security Management (threats)
- * 911

Case studies

* Discussion/Questions?

Questions?

Forward requests for information to:

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